

W.H. Walters Free Public Library

Board of Trustees Meeting Minutes
May 18, 2026
1001 East Boulevard, Alpha, NJ 08865

Call to Order

The regular meeting of the W.H. Walters Free Public Library Board of Trustees was called to order by the President at **7:01 p.m.** at the Library.

Roll Call

A quorum was declared.

Trustee	Attendance
Susan Billera	Present
Ginny Boyle	Remote
Seth Cohen	Present
Meghan Dragotta	Remote
Mo Ferretti	Present
Kim Iannitto	Present
Joseph Schocko	Absent
Holly Thomas	Present

Open Public Meetings Act Notice

The President read the Open Public Meetings Act Notice, stating that adequate notice of the meeting had been provided in accordance with the New Jersey Open Public Meetings Act through publication of the annual meeting calendar on the Library bulletin board, the digital editions of the Express-Times/Star-Ledger, the Library website, and within the Library.

Approval of Agenda

Motion: Seth Cohen

Second: Susan Billera

Motion carried.

Approval of Minutes

Minutes approved as presented for:

- January 2026 Reorganization Meeting

- January 2026 Regular Meeting

The March 2026 meeting was canceled due to a weather advisory.

Motion: Seth Cohen

Second: Susan Billera

Motion carried.

President's Report

- The PNC Bank signature card has been updated to reflect the current Board appointments.

Treasurer's Report

Bill and Check Approval

The Board reviewed and approved bills/checks for January through April 2026.

- January: \$3,092.91
- February: \$970.96
- March: \$925.68
- April: \$1,547.29

Motion: Susan Billera

Second: Seth Cohen

Roll Call Vote: All present voted **Yes**. Motion carried.

Financial Report Approval

Motion: Meghan Dragotta

Second: Seth Cohen

Roll Call Vote: All present voted **Yes**. Motion carried.

Library Director's Report

The Library Director presented the report covering February through May 15, 2026.

- Continued gradual growth in library circulation, patron visits, and community awareness.
- Fifty-eight new items were added to the collection during the reporting period.
- 410 Items were circulated during the reporting period
- 163 items were circulated on Hoopla/ Cloud Library during the reporting period
- Eight new patrons registered during the reporting period
- 410 Patrons visited the Library during the reporting period
- Twenty five requested Interlibrary Loans twenty filled during the reporting period

- Adult fiction and children's materials remained the most frequently circulated materials.
- **Collection Development**
- New materials continue to be added to the collection to meet the interests and needs of patrons of all ages.
- Ongoing weeding of outdated and damaged materials helps maintain a current and relevant collection.
- Community donations continue to supplement the collection.
- **Public Computer & Technology**
- Public computer usage remained steady, with a total of 32 sessions from February through mid-May.
- Printing, copying, faxing, and Wi-Fi usage remained consistent.
- **Programming**
- Fourteen programs were offered during May, with programming continuing across all age groups.
- Attendance varied throughout the reporting period, with particularly strong participation in several general interest programs.
- Planning has begun for the Summer Reading Program and summer movie nights.
- **Saturday Openings**
- Saturday attendance remained consistent, with visitor counts ranging from one to four patrons per opening.
- **Community Outreach**
- Increased foot traffic continues to reflect improved community awareness of library services.
- Temporary adjusted operating hours will be in effect June 1–12, 2026, to accommodate the scheduled library closure during the week of June 15–19.
- An email communication initiative was developed for Alpha School families to promote summer reading programs and events.
- **Strategic Planning**
- Work has begun on a draft Strategic Plan focusing on community engagement, library services, and programming.
- **Administrative Actions**
- Completed and submitted all required annual State reports.
- Filed the 2026 Board of Trustees meeting schedule with the State of New Jersey.
- Continued development of the Strategic Plan.
- Began organizing and digitizing the library's historical archives.
- Received \$32,741.61 in tax appropriations from Alpha Borough, with an additional payment anticipated in June.

- Submitted all required legal notices to The Star-Ledger in compliance with the Open Public Meetings Act.
- Continued tracking trustee compliance with the annual two-hour training requirement.

Upcoming Priorities

- Future priorities include increasing community engagement, researching electronic payment options, improving ADA website compliance, and completing the Tischler Memorial Grant application.

School Principal's Report

The School Principal reported that the school continues to face significant facility repair needs that exceed available funding. Plans are underway to launch a public information campaign during the next school year to better communicate the building's repair needs to the community.

Public Input

Betty Hammerstone stated Holly is doing a great job. She herself was a librarian and remembers how hard it can be and she thinks Holly is doing a great job.

New Business

Patron Code of Conduct Policy (Revised)

The Board reviewed the proposed policy.

Motion: Seth Cohen

Second: Susan Billera

Roll Call Vote: All present voted **Yes**. Motion carried.

Resolution 2026-08 – Remote & Emergency Meetings w/ Recision

The Board considered Resolution 2026-08 adopting the Remote & Emergency Meetings Policy.

Motion: Seth Cohen

Second: Susan Billera

Roll Call Vote: All present voted **Yes**. Motion carried.

Photography, Filming and Recording Policy

The Board reviewed the proposed policy.

Motion: Seth Cohen

Second: Meghan Dragotta

Roll Call Vote: All present voted **Yes**. Motion carried.

Health, Safety and Public Health Emergency Policy

The Board reviewed the updated policy replacing the May 17, 2021 PPE Emergency Policy.

Motion: Seth Cohen

Second: Susan Billera

Roll Call Vote: All present voted **Yes**. Motion carried.

Bulletin Board Policy

The board reviews the Bulletin Board Policy.

Motion: Seth Cohen

Second: Susan Billera

Roll Call Vote: All present voted **Yes**. Motion carried.

Library Volunteer Approval

The Board considered approval of **Christina Zikos** as a Library Volunteer.

Motion: Seth Cohen

Second: Susan Billera

Roll Call Vote: All present voted **Yes**. Motion carried.

Resolution 2026-09 – Updated Library Bylaws

Motion: Seth Cohen

Second: Meghan Dragotta

Roll Call Vote: All present voted **Yes**. Motion carried.

Tischler Memorial Grant Application

The Library Director requested Board approval to apply for the 2026 Tischler Memorial Grant through the New Jersey State Library and to accept and administer grant funds if awarded.

Motion: Seth Cohen

Second: Susan Billera

Roll Call Vote: All present voted **Yes**. Motion carried.

Next Meeting

The next regular meeting of the Board of Trustees will be held on **Monday, July 20, 2026, at 7:00 p.m.**

Adjournment

There being no further business, a motion was made to adjourn the meeting.

Motion: Seth Cohen

Second: Susan Billera

The meeting adjourned at **7:30p.m.**